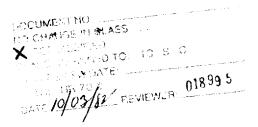
SUGGESTED STAFF MEETING ITEMS

Thursday, 11 Jan 62

1. Review of notes from DD/S 10 Jan 6? staff meeting



25X1A9a

2. Announcement re detail

3. Fund Drive

Monitoring (see att'd notes from 28 Dec 61 Morning Meeting)

Must improve our monitoring activities + upword + feed back reporting system

- a) Identify activities for which of has
 monitoring responsibility-whether stipulated
 by regulation or inherent.

 b) Develope specific monitoring method.

 b) Periodic services each action + report or feedback

 Continuing post facto review

 Periodic review or audit or analysis.

 Interval + method
- c) Reporting or feed back channels, Levels, Frequency.

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SUGGESTED STAFF MEETING ITEM

FROM MORNING MEETING, 28 Dec 61

17. Monitoring Responsibilities: Mr. Echols noted that he would like to compile a list of the various programs for which D/Pers has monitoring responsibility including a description of the controls applied in carrying out such responsibility. (NOTE: No assignment was made on this. Suggest that it be a staff meeting item and that D/Pers request each Division Chief to provide a list applicable to his functions. This list would then be checked against Agency regulations—and I suggest this be done by the Regulations unit.)

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